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E.O. 12958: N/A
TAGS: [ENRG](#) [TX](#) [ZK](#)
SUBJECT: DOE REQUEST FOR POST ASSISTANCE: JUNE 10-11
PIPELINE SEMINAR

[11](#). (U) This is an action request. Please see paragraphs 3-12.

[12](#). (U) The Department of Energy (DOE) plans to develop a two-day pipeline workshop in Ashgabat, Turkmenistan. The Workshop on Gas Pipeline Infrastructure Management would take place Wednesday, June 10, and Thursday, June 11, 2009 at the Nissa Hotel. For the conference to be a success, DOE requests Post assistance in a number of areas outlined below.

[13](#). (U) Action request. DOE requests that Post deliver the diplomatic note describing the program to the Ministry of Foreign Affairs (MFA) for forwarding to the Ministry of Oil and Gas, the State Agency for Management and Use of Hydrocarbon Resources, and the Turkmengaz State Concern.

[14](#). (U) Action request. DOE requests that Post obtain a response from the aforementioned agencies concerning the level of interest no later than Monday, April 13 to allow the workshop to proceed on June 10 and 11, 2009. In order to have a successful workshop that will benefit Turkmenistan's gas sector, DOE requests that Post help identify potential participants from the relevant agencies with an adequate background in pipeline management.

[15](#). (U) Action request. DOE would like at least two Government of Turkmenistan senior policy-makers to speak on the first panel of the 2-day workshop. DOE requests that Post transmit a letter of invitation to senior policymakers for the reception that will occur on the second day of the workshop. Invitees ideally will include representatives from the three aforementioned agencies. U.S. energy companies that are helping to co-sponsor the event would like to have assurances of senior-level attendance for them to commit to the program. DOE and companies would ideally like to include: Yashygeldy Kakaev at the State Agency for Hydrocarbons or his deputy, Minister Deryaev with the Ministry of Oil and Gas or his deputy, and Baymurat Hojamuhamedov with the Turkmengaz State Concern or his deputy.

[16](#). (U) Action request. DOE, Oak Ridge National Lab, and the technical experts will provide marketing materials in Russian and English no later than 6 weeks before the program begins (mid-May). We will send these materials electronically and request that Post recommend a preferred printing method. DOE requests that Post distribute these promotional materials to relevant senior managers at the Turkmengaz State Concern and the Ministry of Oil and Gas. DOE will reimburse Post for any expenses incurred in this regard.

[17](#). (U) Action request. DOE requests that Post confirm that a conference room that fits up to 30 people is available at the Nissa hotel with a projector screen (or at least a plain white wall) and a microphone. We also request that Post determine availability of a room at the Nissa hotel for the reception. DOE requests that Post confirm that the Nissa hotel will use its own catering service for the reception, lunches, and beverages during the workshop. DOE will pay the hotel either directly for these services or by reimbursing Post via a fund cite. The technical experts will bring

presentation equipment (projectors, cords, computer, etc.) that are 220 volt to be used in the conference room.

¶8. (U) Action request. DOE requests visa assistance and letters of invitation from Post for two DOE participants and 2 contractors that will be giving the workshop. The contractors will arrange their own travel to be reimbursed directly by DOE. DOE requests Post to reserve four hotel rooms, ideally at the Nissa hotel, for the two contractors and 2 DOE employees.

¶9. (U) Action request. If needed, DOE requests that Post reserve transportation service for transport from and to the airport and on the day prior to the start of the workshop.

¶10. (U) Action request. DOE requests that Post send the contact information for recommended companies for simultaneous translation services to DOE. DOE and the technical experts would appreciate a list of references for the translators and would choose a recommended service, with the guidance of Post. DOE will either pay this company directly or will reimburse Post for the chosen translating service.

¶11. (U) Action request. DOE and the technical experts will translate power point presentation materials into Russian for the participants. DOE and the contractor will print enough copies and bring them along for the program.

¶12. (U) Action request. Payment for services rendered will come out of funds residing at DOE's Oak Ridge National Labs. To reduce overhead and administrative costs, DOE would appreciate Post's assistance in reducing the number of wire transfers that need to be paid.

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